



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



V. J. BELLA
STATE FIRE MARSHAL

J. "MIKE" FOSTER, JR.
GOVERNOR

MEMORANDUM

TO: All State Fire Marshal Employees

FROM: V. J. Bella
State Fire Marshal

RE: Overtime

DATE: November 6, 1996

On some mornings when I have arrived early, I have noticed that there are some employees who, on their own, elect to begin work early and who have been turning this time in for overtime compensation. I previously sent out a memorandum notifying all employees that earned overtime, both payable and compensatory time, must be authorized by their supervisor. The individual employee cannot control his/her own work schedule.

Office/Work hours at the State Fire Marshal's Office are from 8:00 a.m. to 4:30 p.m. We are looking at the possibility of offering flex time in the near future. At the present time, office hours are from 8:00 a.m. to 4:30 p.m. If the workload is such that it is necessary for employees to work overtime, the individual supervisor must authorize that overtime before it is earned except in those rare circumstances where, due to a particular situation, authorization could not be received in advance. Therefore, if any employee has not received authorization to work overtime from his/her direct supervisor, overtime shall not be earned. The employee must then show up for work from 8:00 a.m. to 4:30 p.m. Employees are not allowed to control their own work schedules.

The policy above shall apply to all employees of the Fire Marshal's Office, including administrative and supervisory staff.

VJB/JWJ/adg

"Is Yours Working" ??

Smoke Detectors Save Lives !!

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